"PRE"-DEPLOYMENT

LESO GUIDE for AMPS Self Registration Support

LESO POC Parry Miller, 269-961-4820 or Parry.miller@dla.mil

Accessing RTD Web Application

NOTE: FINAL REGISTRATION STEPS WILL TAKE PLACE BE AFTER IMPLMENTATION IN MARCH 5, 2012.

****Please note that the "New" RBI Web Application will not be going live till March 5, 2012 but, We wanted to get this to our customer base so that you can start on the Mandatory AMPS registration process to ensure a seamless transfer from the "old-Current" RTD Web application to the new. Please take the time to do this at your earliest convenience so we can help with any questions that may arise with the changed registration process.**

FOR FURTHER ASSISTANCE
EMAIL US AT: DRMSRTD@DLA.MIL
Or
The LESO @
DRMS-BBL@dla.mil

Step 1: Create an account in the DLA Account Management and Provisioning System (AMPS).
AMPS is a web-based account management system that provides system users with an automated tool for requesting user accounts and passwords for DLA systems.. Once your AMPS account has been successfully created, you will be notified via email.

Step 2: Submit a role request via AMPS.
After creating your AMPS account, you will need to submit a role request which specifies RTD application. You will be notified via email once your role request has been completed.

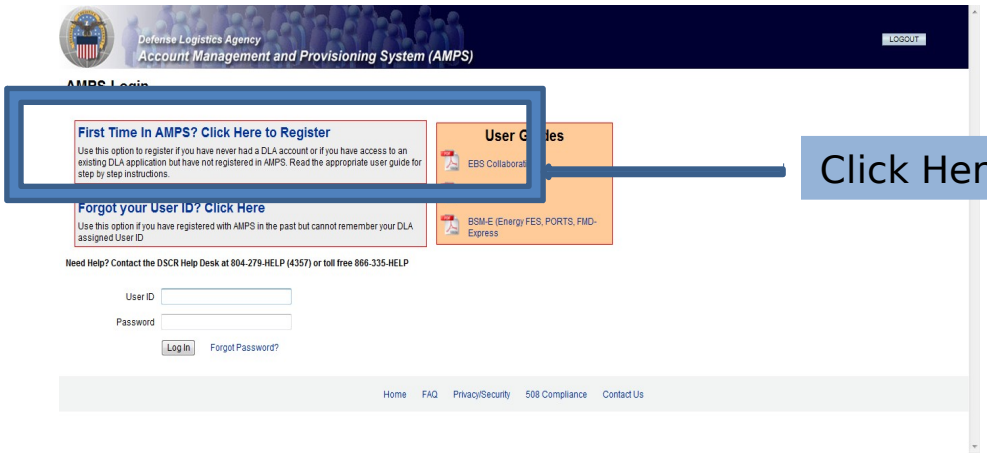
Step 3: Complete RTD registration.
Once your role request is completed, **AFTER IMPLEMETATION IN MARCH 2012** you will be able to log into the EBS Portal Upon first accessing RTD within the Portal, you will be prompted to complete a required RTD

AMPS Registration

1

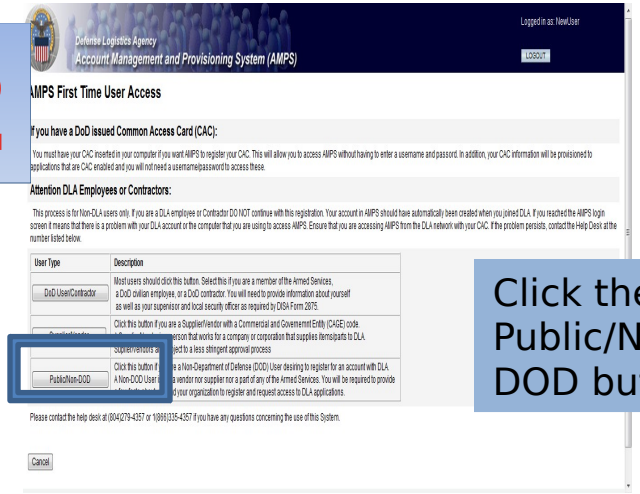
Non-Common Access Card (CAC)-Enabled Users:

a. AMPS is a web-based application. Launch AMPS by typing the following URL into the web browser: **https://amps.dla.mil**



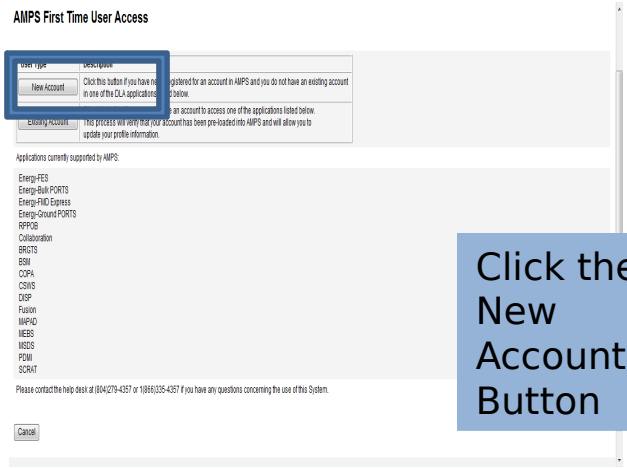
Click Here

2



Click the Public/Non-DOD button

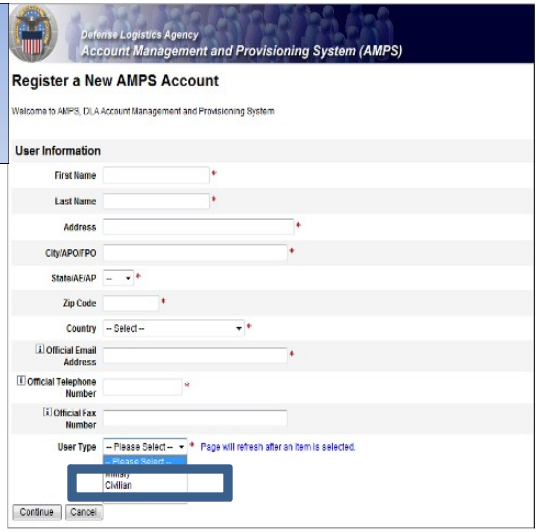
3



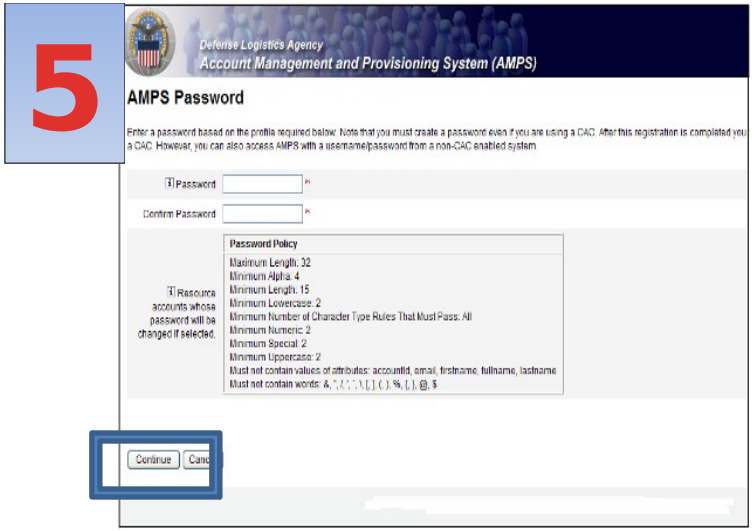
Click the New Account Button

AMPS Registration (Cont)

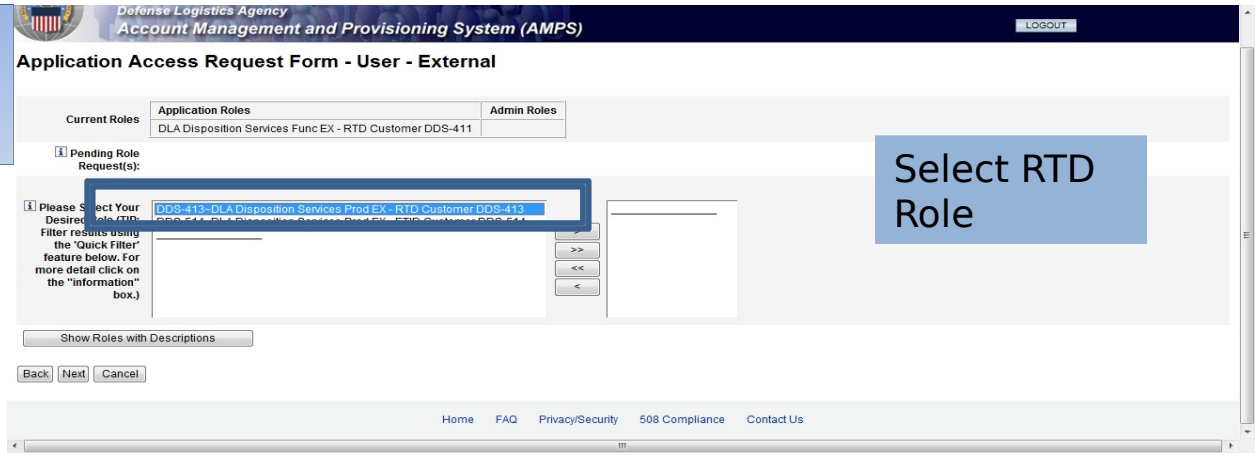
4



5



6



Select RTD Role

RTD *Registration*

RTD WEB

*******AFTER INITIAL DEPLOYMENT IN MARCH 2012 (YOU WILL BE NOTIFIED)*******

THEN:

- Open Internet Explorer browser and type https://pep1.bsm.dla.mil/irj in your browser address line
  - Click on Disposition Services Tab.
  - Click on RTD.
  - The RTD application screen will display in a new window.
- When a customer clicks on the Disposition Services RTD link from the DLA Web Portal, they will be prompted to enter their DoDAAC or register.

Registration Requirements:

✓ ***Internal***

- DoD Customers with Common Access Card (CAC) on a .mil server - *AMPS registration Plus RTD Web registration.*

✓ ***External***

- DOD non-CAC Customers
- Transfer and Donation Customers

User ID + Password from RTD Web

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



?

FOR FURTHER ASSISTANCE
EMAIL US AT: DRMSRTD@DLA.MIL
Or
The LESO @
DRMS-BBL@dla.mil

WARFIGHTER SUPPORT ENHANCEMENT STEWARDSHIP EXCELLENCE WORKFORCE DEVELOPMENT